

CHAPTER 6.00 – PERSONNEL

Substitute Teachers

6.16

1. **Employment.** School principals are authorized to employ a substitute teacher when an instructional staff member is unable to perform assigned duties.
2. **Applicant Requirements.** Applicants who seek employment as substitute teachers shall meet the following minimum qualifications and provide the appropriate documentation as required by the Department of Human Resources:
 - a. Although a bachelor's degree is the preferred qualification, due to a shortage of substitute teachers the District reserves the right to employ substitutes with different educational credentials;
 - b. Be at least twenty-one (21) years of age;
 - c. Submit a complete set of fingerprints and undergo a criminal background screen as required by School Board Rule 6.104, Florida Statute 1012.32 or other applicable law; and
 - d. Complete an initial orientation/training program and other training required by Florida statutes.
3. **Approval.** Human Resources Department shall approve applicants as substitute teachers provided their qualifications are found to be satisfactory. Applicants shall not be eligible to teach until approved.
4. **Compensation.** Substitute teachers shall be paid the compensation set by the School Board.
5. **Retirees.** Any member of the Florida Retirement System who is retired and eligible for employment as a substitute teacher under applicable regulations may be employed as an hourly substitute teacher.
6. **At-Will Status.** Substitutes are employed on an at-will basis and serve at the pleasure of the School Board. Substitute teacher status is not a property right.
7. **Evaluation.** The District shall develop performance appraisal measures for assessing the quality of instruction delivered by substitutes who provide instruction for 30 or more days in a single classroom placement.
8. **Contracting with Agency.** The School Board may contract with a third party to provide substitute teachers employed by such third party subject to the direction and control of Superintendent, principal and other administrators. Such substitute teachers shall be classified as instructional contractors for background screening and other purposes. They shall be

CHAPTER 6.00 – PERSONNEL

compensated on the basis of their agreement with the employer. Otherwise, required qualifications and other terms of their employment shall align with this rule.

STATUTORY AUTHORITY: **1001.41, 1012.22, 1012.23, F.S.**

LAW(S) IMPLEMENTED: **1012.35,1012.39, F.S.**

HISTORY: **Adopted: 08/18/98**
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